

OFFER INSTRUCTIONS:

Thank you for showing our listing to your clients! If they are considering making an offer on the property, we would like to provide the following information to help make the transaction as smooth as possible. This will help in completing the offer and give you an idea of what would make your offer appealing to the seller.

- Earnest Money: If Keller Williams is holding, the maximum is \$5,000.
- MUST include forms F510 & F511 in offer if closing attorney is holding Earnest Money.
- No longer than 7-10 calendar days Due Diligence period. The shorter, the better.
- Buyer financing & appraisal contingency shall not be longer than 21 days.
- Pre-Approval, with lender email & phone #, or proof of funds letter must be included in offer.
- Please submit offer to charles1164@gmail.com AND thecharlesdavisteam@gmail.com
- Please send one PDF format via email. Please do not send just the signing invitation.
- Please submit all Exhibits at the time of the offer. If Lead Based Paint Disclosure is required, please use the one provided by us. Per EPA guidelines, this document must be signed by the Seller prior to buyer signing.
- Please do not send any “love letters” from the buyer to the seller. We will not present them as this could violate the Georgia Fair Housing Act.

HELPFUL INFORMATION:

- **Listing Broker Firm:** Keller Williams Realty Atlanta Partners
- **Agent:** Charles Davis
- **License #:** 283418
- **Agent Phone:** 404.788.1164
- **Email:** thecharlesdavisteam@gmail.com
- **REALTOR Membership:** NCBOR
- **Address:** 354 Newnan Crossing Bypass, Suite 235, Newnan, GA 30265
- **Broker Phone:** 770.252.2266
- **MLS Code:** KWRS07
- **Brokerage License #:** H-46676



Charles Davis
Team Leader



Kelly Lashley
Buyer Specialist



Megan Davis
Buyer Specialist



Katie Horn
Executive Assistant

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